



7 January 2022

Dear Parents and Carers

Re: Year 12 BTEC Examinations January 2022

With the temporary reintroduction of face masks in lessons, I am writing to advise you that although we recommended that students wear a face covering during their examinations, the decision is ultimately at the student's discretion. A face covering must be worn in communal areas and whilst entering the exam room, but once seated, can be removed.

Students are also reminded that wrist watches are not permitted in the exam room and should be either left in bags or handed in to an invigilator before entering the exam room.

As we are having to open the windows and doors in the exam rooms it is also advisable to wear an extra layer.

In order to help further support students taking these external examinations students will not be required to attend school the morning before an afternoon examination. If your child has an examination in the morning they will be allowed to leave the school site at lunchtime the day prior to their examination to assist them with maximum preparation time. If students have a morning examination on Monday 17 or 24 they will also be able to leave the school site at lunch time on the Friday prior to this.

We ask that students email Mrs Power directly if they intend to use this additional time to prepare at home on the relevant morning or afternoon so that they can be given the appropriate attendance code.

Your son or daughter's individual timetable is available to view by logging into the Insight app. Please can you encourage them to log on and note down the seat that they are sitting in for every examination.

For Media students only: Please note that if your son or daughter is taking Media Unit 8: Responding to a Commission, there are two parts to this but only Part 1 is showing on their timetables. Part 2 will take place on the afternoon of 11 January at 1pm. If your son or daughter is taking Media Unit 1: Media Representations they will need to bring in their own headphones.

If you require any further information please see the examinations section of the school website or alternatively you can contact me on 01277 238350 or cadams@st-martins.essex.sch.uk.

Yours sincerely

Mrs C Adams
Senior Examinations Officer

Miss H Jackson
Director of Key Stage 5

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